

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

DBW HQ  
2000 EVERGREEN ST, SUITE 100  
SACRAMENTO, CA 95815-3888



Employee Name	<u>TSUNEYOSHI, Raynor</u>
Expense Dates	<u>01/08/10-01/10/10</u>
Total Expense Amount	<u>767.90</u>
Amount Due Employee	<u>319.37</u>
Form ID	<u>TEA000577644</u>

US Coast Guard Auxiliary Training Conference

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	01/08	Lodging	90.81	
2)	01/09	Lodging	90.81	
3)	01/10	Parking, Auto	33.75	
4)	01/10	Gasoline	8.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by:



# **Travel & Expense Account Summary**

Employee Name                      Raynor TSUNEYOSHI  
Expense Dates                      01/08/10-01/10/10  
Report Name                        USCG 1-8-10

Request Total \$        767.90  
Direct Charge Total -    448.53  
Travel Advances -        0.00  
Net Due Employee =    **319.37**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	USCG Aux	767.90

US Coast Guard Auxiliary Training Conference

NOTE: (d)=Direct Charge

DATE	Fri Jan 8	Sat Jan 9	Sun Jan 10							TOTAL
Lodging	90.81	90.81								181.62
Breakfast	6.00	6.00	6.00							18.00
Lunch	10.00	10.00	10.00							30.00
Dinner	18.00	18.00								36.00
Incidentals		6.00	6.00							12.00
Parking, Auto			33.75							33.75
Gasoline			8.00							8.00
Auto Rental (d)			125.13							125.13
Commercial Air Fare (d)			323.40							323.40
<b>TOTALS \$</b>	<b>124.81</b>	<b>130.81</b>	<b>512.28</b>							<b>767.90</b>

# **Travel & Expense Account Summary & Detail**

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	USCG Aux	01/08/10	Lodging	90.81	Cash
Regular Travel	USCG Aux	01/08/10	Breakfast	6.00	Cash
Regular Travel	USCG Aux	01/08/10	Lunch	10.00	Cash
Regular Travel	USCG Aux	01/08/10	Dinner	18.00	Cash
Regular Travel	USCG Aux	01/09/10	Lodging	90.81	Cash
Regular Travel	USCG Aux	01/09/10	Incidentals	6.00	Cash
Regular Travel	USCG Aux	01/09/10	Breakfast	6.00	Cash
Regular Travel	USCG Aux	01/09/10	Lunch	10.00	Cash
Regular Travel	USCG Aux	01/09/10	Dinner	18.00	Cash
Regular Travel	USCG Aux	01/10/10	Parking, Auto	33.75	Cash
Regular Travel	USCG Aux	01/10/10	Gasoline	8.00	Cash
Regular Travel	USCG Aux	01/10/10	Auto Rental	125.13	Direct Charge
Regular Travel	USCG Aux	01/10/10	Commercial Air Fare	323.40	Direct Charge
Regular Travel	USCG Aux	01/10/10	Incidentals	6.00	Cash
Regular Travel	USCG Aux	01/10/10	Breakfast	6.00	Cash
Regular Travel	USCG Aux	01/10/10	Lunch	10.00	Cash

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Employee Name	TSUNEYOSHI, Raynor
Expense Dates	01/15/10-01/19/10
Total Expense Amount	457.43
Amount Due Employee	114.00
Form ID	TEA000585839

Southern CA Yachting Assoc. Installation of Officers  
meeting

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 01/19	Gasoline	18.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by:



## Travel & Expense Account Summary

Employee Name Raynor TSUNEYOSHI  
Expense Dates 01/15/10-01/19/10  
Report Name 1-15-10

Request Total \$ 457.43  
Direct Charge Total - 343.43  
Travel Advances - 0.00  
Net Due Employee = 114.00

### Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	1-15-10	457.43

Southern CA Yachting Assoc. Installation of Officers meeting

NOTE: (d)=Direct Charge

DATE	Fri Jan 15	Sat Jan 16	Tue Jan 19							TOTAL
Commercial Air Fare (d)	176.70									176.70
Breakfast	6.00	6.00	6.00							18.00
Lunch	10.00	10.00	10.00							30.00
Dinner	18.00		18.00							36.00
Incidentals		6.00	6.00							12.00
Auto Rental (d)			166.73							166.73
Gasoline			18.00							18.00
<b>TOTALS \$</b>	<b>210.70</b>	<b>22.00</b>	<b>224.73</b>							<b>457.43</b>

# **Travel & Expense Account Summary & Detail**

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	1-15-10	01/15/10	Commercial Air Fare	176.70	Direct Charge
Regular Travel	1-15-10	01/15/10	Breakfast	6.00	Cash
Regular Travel	1-15-10	01/15/10	Lunch	10.00	Cash
Regular Travel	1-15-10	01/15/10	Dinner	18.00	Cash
Regular Travel	1-15-10	01/16/10	Breakfast	6.00	Cash
Regular Travel	1-15-10	01/16/10	Lunch	10.00	Cash
Regular Travel	1-15-10	01/16/10	Incidentals	6.00	Cash
Regular Travel	1-15-10	01/19/10	Auto Rental	166.73	Direct Charge
Regular Travel	1-15-10	01/19/10	Gasoline	18.00	Cash
Regular Travel	1-15-10	01/19/10	Breakfast	6.00	Cash
Regular Travel	1-15-10	01/19/10	Lunch	10.00	Cash
Regular Travel	1-15-10	01/19/10	Dinner	18.00	Cash
Regular Travel	1-15-10	01/19/10	Incidentals	6.00	Cash

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Employee Name TSUNEYOSHI, Raynor  
Expense Dates 01/19/10-01/21/10  
Total Expense Amount 727.18  
Amount Due Employee 235.96  
Form ID TEA000586014  
Colorado River Law Enforcement Association Meeting

## **DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 01/19	O/S Lodging	32.48	
2) 01/20	O/S Lodging	32.48	
3) 01/21	O/S Parking, Auto	73.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

## **CLAIM EXCEPTION(S)**

	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

I have reviewed the following documents.

Approved  
by:



# **Travel & Expense Account Summary**

Employee Name Raynor TSUNEYOSHI  
Expense Dates 01/19/10-01/21/10  
Report Name 1-19-10 cont

Request Total \$ 727.18  
Direct Charge Total - 491.22  
Travel Advances - 0.00  
Net Due Employee = 235.96

## **Trip Totals**

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	1-19-10 cont	727.18

Colorado River Law Enforcement Association Meeting

NOTE: (d)=Direct Charge

DATE	Tue Jan 19	Wed Jan 20	Thu Jan 21							TOTAL
O/S Lodging	32.48	32.48								64.96
O/S Fax		1.00								1.00
O/S Breakfast		6.00	6.00							12.00
O/S Lunch		10.00	10.00							20.00
O/S Dinner		18.00	18.00							36.00
O/S Incidentals		6.00								6.00
O/S Auto Rental (d)			146.82							146.82
O/S Parking, Auto			73.00							73.00
O/S Gasoline			23.00							23.00
O/S Commercial Air Fare (d)			344.40							344.40
<b>TOTALS \$</b>	<b>32.48</b>	<b>73.48</b>	<b>621.22</b>							<b>727.18</b>



# **Travel & Expense Account Summary & Detail**

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	1-19-10 cont	01/19/10	O/S Lodging	32.48	Cash
Regular Travel	1-19-10 cont	01/20/10	O/S Lodging	32.48	Cash
Regular Travel	1-19-10 cont	01/20/10	O/S Fax	1.00	Cash
Regular Travel	1-19-10 cont	01/20/10	O/S Breakfast	6.00	Cash
Regular Travel	1-19-10 cont	01/20/10	O/S Lunch	10.00	Cash
Regular Travel	1-19-10 cont	01/20/10	O/S Dinner	18.00	Cash
Regular Travel	1-19-10 cont	01/20/10	O/S Incidentals	6.00	Cash
Regular Travel	1-19-10 cont	01/21/10	O/S Auto Rental	146.82	Direct Charge
Regular Travel	1-19-10 cont	01/21/10	O/S Parking, Auto	73.00	Cash
Regular Travel	1-19-10 cont	01/21/10	O/S Gasoline	23.00	Cash
Regular Travel	1-19-10 cont	01/21/10	O/S Commercial Air Fare	344.40	Direct Charge
Regular Travel	1-19-10 cont	01/21/10	O/S Breakfast	6.00	Cash
Regular Travel	1-19-10 cont	01/21/10	O/S Lunch	10.00	Cash
Regular Travel	1-19-10 cont	01/21/10	O/S Dinner	18.00	Cash

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Employee Name	TSUNEYOSHI, Raynor
Expense Dates	01/30/10-01/31/10
Total Expense Amount	132.08
Amount Due Employee	132.08
Form ID	TEA000588873

Pacific Inter Club Yacht Association Installation of  
Officers meeting

**DIRECTIONS FOR SUBMISSION**

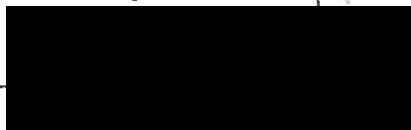
1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 01/30	Lodging	122.08	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by:



# **Travel & Expense Account Summary**

Employee Name                      Raynor TSUNEYOSHI  
Expense Dates                      01/30/10-01/31/10  
Report Name                        1-30-10

Request Total \$        132.08  
Direct Charge Total -        0.00  
Travel Advances -        0.00  
Net Due Employee = 132.08

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	1-30-10	132.08

Pacific Inter Club Yacht Association Installation of Officers Meeting

NOTE: (d)=Direct Charge

DATE	Sat Jan 30	Sun Jan 31								TOTAL
Lodging	122.08									122.08
Bridge Tolls		4.00								4.00
Breakfast		6.00								6.00
<b>TOTALS \$</b>	<b>122.08</b>	<b>10.00</b>								<b>132.08</b>

<b>Travel &amp; Expense Account Summary &amp; Detail</b>
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<b>Trip/Expense Category</b>	<b>Trip Name</b>	<b>Date</b>	<b>Expense Item</b>	<b>Amount</b>	<b>Payment Type</b>
Regular Travel	1-30-10	01/30/10	Lodging	122.08	Cash
Regular Travel	1-30-10	01/31/10	Bridge Tolls	4.00	Cash
Regular Travel	1-30-10	01/31/10	Breakfast	6.00	Cash